

GUIDANCE FOR PUBLIC ADDRESSES AT PUBLIC HEARINGS BEFORE THE METRO COUNCIL BUDGET COMMITTEE

*The Committee has invited the public to speak on budget-related topics at the public hearings that begin at 5:00 p.m. on May 7, and 6:00 p.m. on May 13. Both hearings will be held virtually via WebEx Events and advanced registration is required. (See registration times below.)

*Only one designated speaker may speak for each non-profit group. You do not have to be a member of a nonprofit group to speak—the Committee is interested in hearing from anyone in the community on budgetary issues.

*Each person will have three (3) minutes to speak, and occasionally the Council Members may have questions.

REGISTER TO SPEAK AT PUBLIC HEARING:

- The link to sign up will be available on the Metro Council Clerk's website as follows:

Link to Metro Council Clerk's website: <https://louisvilleky.gov/government/metro-council/metro-council-clerk>

-Register for the May 7th (5:00 p.m.): meeting on May 6th from 2:00 p.m. to 3:30 p.m.

-Register for the May 13th (6:00 p.m.) meeting on May 12th from 3:00 p.m. to 4:30 p.m.

- Please register with the name, email address, and phone number you will be calling from to ensure you are recognized.
- **TEST MEETINGS:** Registered speakers will first receive an email to join a test meeting so that any problems can be addressed before the actual meeting. **The test meetings will be scheduled for May 6th at 5:00 p.m., and May 12th at 6:00 p.m.** If you experience difficulties joining the test meeting, call Council Staff for assistance at 502-536-3492.
- A message will be sent to the registered email address that includes the information to join the meeting. Do not share the information.
- If you do not have access to the internet, you may register by calling the Metro Council Clerk's Office at 502-574-3902 during the same period of time listed above for registration, and you will be provided the information to call in for the meeting.

WHEN JOINING THE MEETING:

- Each caller will be muted by default upon entry into the meeting and must stay muted. Each speaker will be unmuted by the meeting host when he/she is called on to speak.
- Speakers will be asked to provide comment in the order of registration, and the speaker must be present in the virtual meeting when called upon to speak.
- The Chair will call on each speaker by name, at which point they will be unmuted for up to three (3) minutes to give public comment. Speakers will be muted at the end of the three (3) minutes.
- The use of inappropriate language or images will cause the speaker to be immediately removed from the meeting.
- It is suggested that each speaker uses a headset/earbuds with a microphone, if available, during the meeting to prevent feedback.

WHILE GIVING PUBLIC COMMENT:

- Mute the other devices you're using to watch the Council meeting to avoid audio feedback.
- As you begin, state your name and organization you represent (if applicable).
- Only one person can speak during the 3-minute comment period.
- Using speaking points can be helpful.
- Exit the meeting after making comments.

NON-PARTICIPANTS SHOULD NOT JOIN THE MEETING: Anyone that will not be participating in the meeting as a speaker should not join the meeting. Non-participants can view the meeting live on Metro TV, Spectrum Cable Channel 184 or on UVERSE at Channel 99. Proceedings may also be streamed live from the Metro Council Clerk's Archived Media page at http://louisville.granicus.com/ViewPublisher.php?view_id=2.

ACCESSING WEBEX EVENTS: It is free for attendees to join the WebEx Event and they do not need a WebEx Event account. The WebEx meetings can be accessed from computers, tablets, and smart phones.

PROBLEMS JOINING THE WEBEX MEETING OR DISRUPTION IN VIDEO FEED: Speakers that cannot connect to the meeting should call 502-536-3492 for assistance.